

Property Accountability

Accounting for Library Materials

**Headquarters
Department of the Army
Washington, DC
21 November 1991**

Unclassified

SUMMARY of CHANGE

AR 735-17

Accounting for Library Materials

This revision--

- o Reflects updated unit value of accountable items (\$100) established in Unit Supply Update dated 9 Oct 89.
- o Adds two new definitions for non-book library materials (glossary).
- o Adds three additional exemptions to library accountability (para 1h, i, j).
- o Clarifies procedures for termination of library property accounts, disposition of materials, inventory records, restitution of lost materials, and installation clearance.
- o Updates serial numbers for library property accounts (app C).

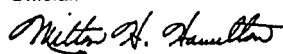
Property Accountability

Accounting for Library Materials

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation prescribes the

basic policies and procedures for accounting materials in U.S. Army libraries.

Applicability. This regulation applies to all HQDA agencies, major Army commands, installation, and activities, including the Army National Guard, and the U.S. Army Reserve, maintaining library facilities and services for use by authorized borrowers.

Proponent and exception authority. Not applicable

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains checklists for conducting internal control reviews. These checklists are published in DA Circular 11-91-2.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DALO-SMP-S), WASH DC 20310-0546.

Interim changes. Interim changes to this

regulation are not official unless they are authenticated by the Administration Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (SAIS-PDD-L), WASH DC 20310-0107.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2312, intended for command level D for Active Army, the Army National Guard, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Purpose. • 1, *page 1*
References • 2, *page 1*
Explanation of abbreviation and terms • 3, *page 1*
Responsibilities • 4, *page 1*
Procedures • 5, *page 1*
Library property account serial numbers • 6, *page 1*
Control records • 7, *page 2*
Receipt of library materials • 8, *page 2*
Accountable officer • 9, *page 2*
Donations • 10, *page 2*
Identification • 11, *page 3*
Lost, damaged, or destroyed materials • 12, *page 3*
Restitution • 13, *page 3*
Audit • 14, *page 3*
Inventory • 15, *page 3*
Disposition of library materials • 16, *page 3*
Operational records • 17, *page 4*
Fines • 18, *page 4*
Installation clearance procedures • 19, *page 4*
Commercial activities (CA) • 20, *page 4*

Appendixes

- A. References, *page 5*
B. Preparation of DA Form 3973-R
(Voucher Register of Library Materials), *page 5*

C. Serial Numbers for Library Property Accounts, *page 6*

Table List

Table C-1: Library property account numbers, *page 6*

Figure List

Figure 1: Transfer of accountability (NAF to APF) statement, *page 2*

Figure 2: Donations to Library Materials Account, *page 2*

Glossary

Index

*This regulation supersedes AR 735-17, 3 February 1988.

RESERVED

1. Purpose.

This regulation sets forth the policies and procedures for accounting for Department of the Army (DA) library materials, regardless of source of funds used to procure them. This includes the following types of materials when they are part of the cataloged collection or have a unit value of more than \$1100; books (clothbound or paper-bound), bound periodicals, recordings, films, art prints, videocassettes, CD-ROM disks, computer software packages (e.g., instruction aids and video games), slide sets and realia. It does not apply to—

- a. Unvouchered library materials having a unit value of \$100 or less.
- b. Library materials in combat areas and in crisis and emergency situations.
- c. Desk and office books not on loan from a library (e.g., dictionaries, thesauri, and secretarial handbooks issued by or purchased through supply activities). (See AR 710-2 and DA Pam 710-2-1.)
- d. Class materials, such as textbooks, charged to students for the duration of a course.
- e. Books in Army law libraries that are serviced by the Army Law Library Service (ALLS). (See AR 27-1.)
- f. Unbound periodicals, loose-leaf services, technical reports, laboratory notebooks, pamphlets, and unbound compilations.
- g. Computer software, film, and visual information collections maintained in offices and activities other than formally organized libraries.
- h. Software used only by library staff to perform library operations.
- i. Bibles purchased by chaplains for presentation to soldiers and family members.
- j. Reference book sets issued to medical units under AR 40-61, paragraph 3-66.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviation and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

a. The Deputy Chief of Staff for Logistics (DCSLOG) is the proponent of this regulation. The DCSLOG has the authority to approve exceptions to this regulation. Only exceptions that are consistent with controlling law and regulation may be approved. The DCSLOG may delegate this authority in writing to a division chief within the proponent agency who holds the grade of O6 or the civilian equivalent. The approval authority will coordinate all questions regarding the scope of authority to approve exceptions with HQDA (DAJA-AL), WASH DC 20310-2200.

b. The Director of Information Systems for Command, Control, Communications, and Computer (Army Library Management Office (SAIS-PDD-L)) is designated as the Army's executive agent responsible for developing policies and procedures, and for monitoring the accounting of library materials.

c. The Commander, U.S. Army Logistics Evaluation Agency (LOEA-ZA) will ensure that policies for accounting for library materials are consistent with overall policies on activities.

d. Commanders at all levels will ensure compliance with this regulation.

5. Procedures

a. The provisions of this regulation control the accounting for library materials while—

- (1) In stock in a library property account.
 - (2) Being transferred to a Defense Reutilization and Marketing Office (DRMO), or to the Library of Congress, Gifts, and Exchange Division.
- b. The Army Report of Survey System described in AR 735-5

applies when there is loss or damage to library materials caused by authorized borrowers. AR 735-5 will be used to establish financial liability for library materials loaned temporarily to individuals for their official or personal use.

c. When library materials are received the voucher register will serve as the primary activities record. After materials are prepared and ready for borrowers, the shelflist and circulation records (manual or electronic), will serve as primary activities records instead of the voucher register when materials are to be transferred to another library property account, another property account, or to a DRMO. Activities will end when the transfer is completed per property activities regulations.

d. Property activities for library materials issued to outside continental United States (OCONUS) field library units will be terminated when necessary documentation is prepared and materials are shipped. Library materials issued to a field library unit will be listed as a single line item for each medium type by total quantity on DA Form 2765-1 or DA Form 3161 (Request for Issue or Turn-In). Activities will be reestablished for materials that are to be returned to stock or are to be transferred to another library property account, another property account, or to a DRMO. Activities to the shipping property account is ended when transfer is completed per property activities regulations.

e. At installations or activities having libraries established under the provisions of paragraph 6a, office collections (except office collections exempt under para 1c) will be incorporated into the library property account. Library materials issued on long-term loan for office collections will be listed as a single line item for each medium type by total quantity of DA Form 2062 (Hand Receipt/Annex Number). Medical libraries will control long-term loans using the DA Form 361 or DA Form 2765-1.

f. The responsible individual signing for the long-term loan of office collection must meet the criteria for an authorized borrower (para b above) and is subject to the Army Report of Survey System should loss or damage to library materials occur. No library materials will be left in a department or office without signature. If a signature cannot be obtained from an authorized individual, the materials will be returned to the library. Review of office collection accounts will occur whenever the responsible officers change.

6. Library property account serial numbers

a. *Library property accounts.* Library property accounts are required for all Army libraries that account for library materials. Serial numbers for these accounts, except for Army medical and law libraries, are assigned by HQDA (SAIS-PDD-L). Requests to establish, change, or cancel accounts will be made immediately through command channels as the need occurs.

b. *Establishing a new account.* Installation or activity commanders will submit requests for assignment of property account serial numbers (except for Army medical and law libraries) through command channels for review and comment to HQDA (SAIS-PDD-L), WASH DC 20310-0107. Each request for an account number will include a description of the proposed content of the library, how the library will be supported, and the projected number of items by medium type of accountable library materials. It may also include justification for establishing a new library account and indicate if the library will be supervised by a professional librarian (GS-1410 series).

c. *Termination of an account.* Installation or activity commanders will submit requests for termination of property account serial numbers established under this regulation through command channels to HQDA (SAIS-PDD-L). Each request will contain a description of the collection to include: collection size, physical condition, subjects, and media types. The request will also state the reason for library closure and how the organization will continue to receive library support for its mission.

d. *Army law libraries.* Property account serial numbers will be issued by the Commandant, The Judge Advocate General's School, ATTN: JAGS-DDS, Charlottesville, VA 22903, on approval of the request to establish a library under AR 27-1. All correspondence that pertains to the account will be sent to the above address.

e. Army Medical Department (AMEDD) libraries. Each AMEDD medical library property account will be assigned a DoD activity address code (DODAAC) to be used as an account number under AR 40-2. Headquarters (HQ) U.S. Army Health Services Command (HSC); HQ, U.S. Army Medical Research and Development Command (MRDC); HQ, U.S. Army 7th Medical Command (MEDCOM), Europe; and HQ, U.S. Army 18th MEDCOM, Korea, will coordinate, obtain, and control DODACCs for their specific commands.

f. Account numbers. Library property account numbers currently maintained, except for Army medical and field law libraries, are listed in appendix C.

7. Control records

Libraries maintain records that provide adequate information to reflect the total holdings of the library and to meet accountable control requirements for safeguarding funds and property. Records are also maintained to reflect the loan of materials and to provide classification data (para 17). This paragraph pertains to the following records that control the addition and final disposition of materials from a library property account.

a. Voucher. All materials incorporated into a library account will be supported by a voucher. With the beginning of each fiscal year, the accountable officer will assign each voucher a number in numerical sequence beginning with one. These vouchers will be filed for later inspection or audit. A separate sequence will be maintained for each type of informational material in the account. Vouchers may include shipping document, receiving reports, turn-in slips, issue slips, reports of survey, adjustment reports, vendor's invoices or packing lists, and similar forms. DA Form 2765-1 or DA Form 3161 will be used for issue or turn-in purposes. For documents that contain both accountable and nonaccountable materials as indicated in paragraph 1a, only the accountable items listed on the document will be recorded. Canceled, lost, or missing vouchers will be recorded on DA Form 3973-R (Voucher Register of Library Materials) and annotated to show the cause for cancellation or loss. A statement, signed by the accountable officer, will take place of the canceled or lost voucher. Canceled voucher numbers will not be reused. Vouchers that transfer accountability to another library property account, the DRMO, or to the Library of Congress, Gifts, and Exchange Division, will show only the total number of items by media types only.

b. DA Form 3973-R. All vouchers recording the receipt, adjustments, and transfer or other final disposition of library materials will be recorded on DA Form 3973-R and filed in the voucher file. A separate voucher register of library materials will be maintained for each type of material in the library account. For example, a separate voucher shall be maintained for books, audiocassettes, videocassettes, and so forth. Mixed media will be counted under the predominant medium in which the item was purchased or donated. Voucher registers will be cut off at the end of every fiscal year, retained for 2 years, and then destroyed (AR 25-400-2). The voucher registers will provide the total numbers of items by media type in the library or the technical processing center. DA Form 3973-R will be reproduced locally on 8 1/2 by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Instructions for preparing DA Form 3973-R are in appendix B.

8. Receipt of library materials

a. All accountable library materials incorporated into a library account will be supported by a voucher annotated to distinguish accountable items from those for which accountability is not required.

b. For library materials procured using appropriated funds, the voucher will be a shipping or receiving document as authorized for use within the Department of the Army. When materials are received direct from a vendor with only a packing list, library personnel will prepare and distribute a DD Form 250 (material Inspection and Receiving Report), or other receiving report as required. Errors in item or quantities will be reported by library personnel to the

shipper using an SF 364 (Report of Discrepancy (ROD)). Only the quantity actually received will be posted on the DA Form 3973-R. A copy of the SF 364 will be filed with the DD Form 250. When insufficient or no copies of shipping documents are received from a vendor or another DA installation, follow local supply procedures.

c. Accountability for library materials procured using nonappropriated funds (NAF) will be recorded in the library property account. This property will be considered appropriate fund property for purposes of accounting per this regulation. The statement shown at figure 1 will be placed on (or attached to) the vendor's bill or invoice or a similar type of record, and signed as indicated.

The library materials listed herein (or the list attached hereto) Invoice No. _____ are transferred to Library Property Account No. _____ contingent upon verification by the librarian or accountable officer that the materials have actually been received.

(NAF Custodian (designation of fund and location))

(Librarian or Accountable Officer (verification))

Figure 1. Transfer of accountability (NAF to APF) statement

9. Accountable officer

a. A librarian (GS-1410 series) will be assigned as the library property account accountable officer by the installation or activity commander in appropriate orders. When no librarian is available, and officer or warrant officer will be appointed.

b. Transfer of accountability between accountable officers at the same station will be done per AR 735-5, chapter 5.

10. Donations

a. Materials received as unconditional gifts will be checked by the librarian to ensure that they should be added to the library's collection (AR 1-100). Materials found undesirable should not be entered on DA Form 3973-R. They should be returned to the donor, turned in to the DRMO, or disposed of in some other manner acceptable to the donor. Acceptable unconditional gift materials meeting the accountability criteria, will be added to DA Form 3973-R by the total quantity for each medium type using DA Form 2765-1 or DA Form 3161, which will serve as a debit voucher. This property will then be considered appropriated fund property. The information shown at figure 2 will be shown on (or attached to) the debit voucher.

The above library materials were received as a donation to the library account.

(Signature of Librarian)

(Librarian Property Account No.)

Figure 2. Donations to Library Materials Account

b. Persons donating materials accepted by a library will be given

a copy of the DA Form 3161 as a receipt if they request it. Library personnel will assign no dollar value to donations.

11. Identification

All materials incorporated into the account will become Government property. Each item (including component parts) will be stamped or marked in a permanent manner as appropriate for the material "Property of U.S. Army."

12. Lost, damaged, or destroyed materials

a. Library materials lost or destroyed without negligence will be dropped by use of DA Form 444 (Inventory Adjustment Report (IAR)) prescribed by AR 735-5, paragraphs 14-28 and 14-29, and illustrated on figure 15-1. DA Pam 710-101, paragraph 9-12, provides IAR preparation instructions. Use of estimated cost figures is authorized. The DA Form 444 will serve as a valid credit voucher to the library or technical processing center account. Such shortages, regardless of the total dollar value, may be approved by either the installation or activity commander or his or her designated representative. In acting on such reports, the approving officer should be aware that a certain loss in library materials will occur because of the nature of library services rendered. Within a period of 1 year, a 5 percent loss of the total collection is considered normal. However, shortages of 10 percent in libraries with active field units are not considered unreasonable. If the installation or activity commander chooses not to approve the IAR, action will be taken per AR 735-5, paragraph 12.1.

b. Damaged materials for which negligence cannot be determined will be turned into the DRMO, and the DD Form 1348-1 (DoD Single Line Item Release/Receipt Document) will be used as the adjustment document and entered on the appropriate voucher register.

c. Restitution will be requested from the borrower (or hand receipt holder if the library materials are signed out on long-term loan) when materials are lost, damaged, or destroyed by other than circumstances described in a or b above. When materials are issued under hand receipt procedures, the hand receipt holder will be considered to be the borrower. Military and DoD civilian sponsors are responsible for losses incurred by their family members consistent with the provisions of AR 735-5. Restitution may take the form of replacement-in-kind or cash reimbursement. An identical copy, a satisfactory reissue of the same item, or an item of the same type of medium of equal value as determined by the librarian will be acceptable as a replacement. Cash reimbursement is not to be satisfied by permitting the borrower either to sell the materials or to buy the materials from the Government (AR 735-5, para 2-1). Unauthorized copies of copyrighted materials will not be accepted for the purpose of restitution. Reimbursement is authorized using the shelflist, publisher's or distributor's price list, or other current price of the item. If the person concerned does not voluntarily agree to make restitution, actions will be initiated under the provisions of AR 735-5. On the other hand, if the installation or activity commander determines that restitution cannot or should not be made, the library accountable officer will be provided with a written statement to that effect. DA Form 444 supported by the commander's written statement will be used as the adjustment document and recorded on the voucher register.

d. An item that is dropped from the library account and is later recovered in good condition will be reinstated by listing it on DA Form 2765-1 or DA Form 3161. This record will serve as a new debit voucher to the library account.

13. Restitution

a. When replacement of the identical item or different item of the same medium type but of equal value as determined by the librarian is made, no record is required in the property account.

b. When cash reimbursement is made for a lost item, one copy of DD Form 1131 (Cash Collection Voucher) showing complete identification and price, will serve as the adjustment voucher. Cash received as payment for lost items will be deposited with the nearest

installation finance and accounting officer for credit to miscellaneous collection involving amounts collected from military and civilian personnel in error and previously deposited in the U.S. Treasury are processed through finance accounting officers (AR 735-5).

14. Audit

Audits of a library materials account are made by the U.S. Army Audit Agency (USAAA) or the office assigned the responsibility. The audit will determine the accuracy and reliability of records prescribed in paragraph 7. Discrepancies discovered by the audit will be reported to the accountable officer. Before final closure of a library or library system assigned a library property account serial number, a terminal audit will be conducted of the library property account by the installation internal review office.

15. Inventory

Inventories of library materials are required. A physical count of the total collection is required every 3 years (AR 735-5, para 2-6). Good librarianship dictates this should be a shelflist inventory. The inventory may be cyclic. DA Pam 710-202, paragraph 9-7, prescribes scheduled cyclic inventories by a library staff member annually or when needed. An annual spot inventory is encouraged.

16. Disposition of library materials

a. *Library materials of historic interest.* Before the disposal of library materials, including books, particularly when an installation or activity is being inactivated, the chief librarian, the unit historian, and the accountable property officer will determine whether any materials or books may be of historical interest per AR 870-5. Medical books of historical interest are addressed in AR 40-2. Items determined to be of historical importance (e.g., official Army publications such as regulation, manuals, pamphlets, and so forth; unit histories, unit newspapers or periodicals; personal papers, manuscripts, diaries or other archival materials; and items dealing with any aspect of military operations, history, or procedures) will be reported through command channels to HQDA (SAIS-PDD-L), and to the Director, U.S. Army Military History Institute, Carlisle Barracks, Carlisle, PA 17013-5008 (AR 870-5, para 14-3c and d), for possible use (RCS exempt report: AR 335-15, para 5-2n).

b. *Worn, obsolete, and unserviceable library materials.* Library materials that are worn out through wear and tear and that have been determined by the librarian to be obsolete in subject matter will be transferred as excess to the DRMO. To expedite this transfer, these items will be entered by total quantity as a single line for each type of medium on DD Form 1348-1.

c. *Excess library materials.*

(1) Balanced collections of excess library materials in installation libraries that have been screened of worn, obsolete, and unserviceable items will be reported through command channels to HQDA (CFSC-CR-L), Alexandria, VA 22331-0510, for possible use (RCS exempt report: AR 335-15, para 5-2n).

(2) Balanced collections in other than installation general libraries will be reported through command channels to HQDA (SAIS-PDD-L), for possible use (RCS exempt report: AR 335-15, para 5-2n).

(3) Miscellaneous excess materials not covered by a and b above will be reported to the major Army command (MACOM) concerned for review and possible use by Army, Navy, or Air Force libraries within the geographic area of the installation holding the materials. MACOMs may notify other MACOMs having installation within the geographic area of the available materials. Library materials excess to the MACOM concerned, may be transferred to the Gift and Exchange Division of the Library of Congress, (41 CFR 101-46.301) or will be transferred to the DRMO using DD Form 1348-1.

(4) After all Army requirements are met, overseas commands may donate, rather than abandon or destroy, excess medical, and welfare institutions of the United States or the host country. (See DoD 4160.21-M.) HQDA (SAIS-PDD-L), will be notified through command channels of the number of items by type of medium and destination of above dispositions.

d. Transfer of library materials. Library materials that are transferred from one library property account to another library property account or to another property account will be listed by total quantity as a single line item for each type of medium on a turn-in ship or shipping document. When available, shelflist cards and catalog cards will be included in this transfer.

e. Sale of library materials or donations. Library materials or donations will not be sold instead of disposition as described in paragraphs a through d above.

17. Operational records

a. Inventory record. The inventory record (or shelflist) is the official record of accountable library materials. Shelflist records for books may be maintained in automated or manual form. Manual records should be arranged in classification order. Records in both formats normally include such information as class number (for nonfiction), author, title, inclusive volume number of sets, publisher, publication date, and price. Inventory or shelflist records are not normally required for technical processing centers. At the time the last copy of an item is permanently withdrawn from the collection, the inventory or shelflist records will be destroyed by the librarian except as directed in paragraph 16d.

b. Circulation. Libraries will maintain normal operational records that ensure the proper lending, safeguarding, and return of library materials.

c. Overdue notices. Overdue notices will be sent out on a regular basis.

18. Fines

No monetary fines or penalties will be imposed or collected because of overdue materials borrowed from the library. Local policies will be set to ensure prompt return of materials to the library within the time limit prescribed by the installation commander, including those materials on long-term loan to individuals. Overdue notices may be used for this purpose. See paragraph 12c for procedures to be followed when an individual fails to return library materials.

19. Installation clearance procedures

Under normal circumstances, signing or initializing DA Form 137 (Installation Clearance Record) for individuals clearing or leaving due to permanent change of station (PCS), retirement, termination of employment, or other permanent departure from an installation or activity will be required. This requirement includes individuals responsible for long-term or indefinite loan collections, even if they have never checked out materials for personal use. The signing of a statement at a designated clearance point by military personnel and civilian employees (when applicable) that their family members do not have library property in their possession can be accepted. The provisions of AR 210-10 may be required in libraries containing costly, irreplaceable, or rare materials to protect the interest of the Government.

20. Commercial activities (CA)

When a CA cost study has been performed and a final decision made to convert to contract, the accountable officer functions will be retained in-house. (See AR 735-5, para 2-12.)

Appendix A References

Section I Required Publications

AR 27-1

Judge Advocate Legal Service. (cited in para 1e.)

AR 40-2

Army Medical Treatment Facilities: General Administration. (Cited in para 6e.)

AR 71-13

The Department of the Army Equipment Authorization and usage Program. (Cited in para 1c.)

AR 210-10

Administration. (Cited in para 19.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in paras 9c, 8b, and 12a.)

AR 735-5

Policies and Procedures for Property Accountability. (Cited in paras 5b and 9b.)

AR 870-5

Military History: Responsibilities, Policies, and Procedures. (Cited in para 16a.)

DA PAM 710-2-2

Supply Support Activity Supply System: Manual Procedures. (Cited in para 8b.)

Section II Related Publications

A related publication is merely a source of additional information. The users does not have to read it to understand this regulation.

AR 1-100

Gifts and Donations.

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

DA Pam 25-96

Army Library Program

DOD 4160.21-M

Defense Reutilization and Marketing Manual

CFR

Code of Federal Regulations

Section III Prescribed Forms

DA Form 3973-R

Voucher Register of Library Materials. (Prescribed in para 7b.)

Section IV Referenced Forms

DA Form 137

Installation Clearance Record.

DA Form 444

Inventory Adjustment Report (IAR).

DA Form 2028

Recommended Changes to Publications and Blank Forms.

DA Form 2062

Hand Receipt/Annex Number.

DA Form 2765-1

Request for Issue or Turn-In.

DD Form 3161

Request for Issue or Turn-In.

DD Form 250

Material Inspection and Receiving Report.

DD Form 1131

Cash Collection Voucher.

DD Form 1348-1

DoD Single Line Item Release/Receipt Document.

SF 364

Report of Discrepancy (ROD).

Appendix B Preparation of DA Form 3973-R (Voucher Register of Library Materials)

B-1. Entries

- a. Use a typewriter, ink, or indelible pencil to make entries or correct errors.
- b. To correct errors in entries, make a single line through the incorrect entries and enter correct information above the line.
- c. A separate DA Form 3973-R will be maintained for each media type of accountable library materials.

B-2. Data to be entered

- a. *Account number.* Enter the library property account serial number as assigned per instructions in paragraphs 6 and listed in appendix C.
- b. *Fiscal year.* Enter the current fiscal year.
- c. *Location of Army library.* Enter the name of the organization and mailing address of the library.
- d. *Material.* Check the type of material that is entered on this register.
- e. *Voucher number.* Enter the serial number as assigned in paragraph 7a. When a voucher number is canceled for any reason after being assigned, the number will be over stamped.
- f. *Type of voucher.* Indicate by correct abbreviation the type of document to which the number is being assigned; for example, inventory adjustment report (IAR), issue slip (IS), turn-in slip (T/S), receiving report (RR), shipping document (SOLDIER), or report of survey (R/S).
- g. *Date recorded.* Enter the date (month and day) that the voucher was entered in the voucher register.
- h. *To or From.* Identify the installation or activity, or enter the serial number of the library account or other property account, and location to which the library materials are being shipped or transferred, or from which shipment has been received. If materials are received from a commercial vendor, enter the name of the firm.
- i. *Debit.* Enter the number of items received on the appropriate register for the media type. If the number of items shown on incoming voucher is different from the number actually received, insert the number received.
- j. *Credit.* Enter the number of items being dropped from accountability on the appropriate register for the media type.
- k. *Balance.* Enter the total number of items of the media type within the library after adding or deducting the subtotal quantity entered intelligence he debit or credit column for each voucher.

l. Remarks. Enter any other information necessary.

Appendix C

Serial Numbers for Library Property Accounts

Library property account numbers currently maintained, except for medical and field law libraries, are listed in table C-1.

Table C-1
Library property account numbers

Name and address	Library	Account
Aberdeen Proving Ground, MD 21005	Post Ordnance School Tech-Ballistic Res Lab Tech-Human Engr Lab	L1-1.1 L1-1.2 L1-1.3 L1-1.4
USACE, Baltimore, MD 21203-1715	Technical	L1-2.1
Aberdeen Proving Ground, MD 21010	Tech-Chemical R&D Cen Tech-Environmental Hygiene Agency	L1-13.2 L1-13.4
U.S. Army Management Staff College, Fort Belvoir, VA 22060-5893	Academic	L1-4.1
Belvoir, Fort, VA 22060	Tech-Engr Topographic Lab	L1-4.4
Humphreys Engineering Center, Fort Belvoir, VA 22060	Technical Post	L1-4.5 L1-4.6
Technical/References—Reserve Component System Program Management Office	Technical Tech-Info Sys Software Support Comd Tech-USAA Research Development & Engr Comd	L1-4.7 L1-4.8 L1-4.9
Carlisle Barracks, PA 17013	Post Army War College Military History Institute	L1-6.1 L1-6.2 L1-6.3
USACE, Philadelphia, PA 19106	Technical	L1-6.6
U.S. Army Cold Regions Res and Engr Lab, Hanover, NH 03755	Technical	L1-8.1
Devens, Fort, MA 01433	Post USAISD School	L1-10.1 L1-10.2
Dix, Fort, NJ 08640	Post	L1-11.1
Drum, Fort, Watertown, NY 13602	Post	L1-12.1
Engineer Dist. New York, New York, NY 10278	Technical	L1-14.1
Engineer Div, New England, Waltham, MA 02254	Technical	L1-15.1
Eustis, Fort, VA 23604	Post Transportation School Tech-Applied Technology Lab (AVRADCOM)	L1-17.1 L1-17.2 L1-17.3
USA FS&TC, Charlottesville, VA 22901	Tech-Open Source	L1-18.1
Hamilton, Fort, Brooklyn, NY 11252	Post	L1-19.1
Holabird, Fort, MD 21219	Tech-Imagery Intrpr Cen	L1-21.3
Indiantown Gap, Fort Annville, PA 17003	Post	L1-22.1
Knox, Fort, KY 40121	Post Armor School	L1-24.1 L1-24.2
USACE, Louisville, KY 40201-0059	Technical	L1-24.3
Lee, Fort, VA 23801	Post Quartermaster School Tech-USALMC	L1-25.1 L1-25.2 L1-25.5
USACE, Norfolk, VA 23510	Technical	L1-26.1
Meade, Fort George G., MD 20755	Post Language Tng Fac	L1-27.1 L1-27.4
Military Ocean Terminal Bayonne, NJ 07002	Post	L1-28.8

Table C-1
Library property account numbers—Continued

Name and address	Library	Account
Monmouth, Fort, NJ 07703	Post	L1-28.1
	Tech-ERADCOM	L1-28.4
	Tech-CECOM	L1-28.5
	Tech-Commo Sys Agency	L1-28.7
	Chaplain School	L1-19.2
Monroe, Fort, VA 23651	Post	L1-29.1
	Tech-HQ TRADOC	L1-29.2
Seneca Army Depot, Romulus, NY 14541	Post	L1-31.1
USACE, Buffalo, NY 14207-3199	Technical	L1-32.1
Picatinny Arsenal, Dover, NJ 07801	Tech-AARDEC-Armament	L1-34.1
Natick R&D Center, Natick, MA 01761	Technical	L1-36.1
Ritchie, Fort, MD 21719	Post	L1-37.1
Story, Fort, VA 23459	Post	L1-41.1
Tobyhanna Army Depot, PA 18466	Post	L1-43.1
U.S. Army Materials Tech Lab, Watertown, MA 02172	Technical	L1-47.1
Waterviet Arsenal, NY 12189	Tech-ARDEC-Weapons	L1-48.1
Detrick, Fort, Frederick, MD 21701	Post	L1-49.1
Concepts Analysis Agency, Bethesda, MD 20014	Technical	L1-50.1
U.S. Military Academy West Point, NY 10096	Post	L1-51.1
	Cadet School	L1-51.2
Stewart Army Subpost, Newburgh, NY 12550	Post	L1-51.3
USACE, Huntington, WV 27501-2070	Technical	L1-52.1
Benning, Fort, GA 31905	Post	L3-2.1
	Infantry School	L3-2.3
	USA School of the Americas	L50-5.2
Bragg, Fort, NC 28307	Post	L3-4.1
	Inst for Military Assistance	L3-4.2
	Tech-Intelligence Cen	L3-4.6
USACE, Wilmington, NC 28402-1890	Technical	L3-4.8
Campbell, Fort, KY 42223	Post	L3-5.1
USACE, Nashville, TN 37202	Technical	L3-5.2
USACE, Memphis, TN 38103-1894	Technical	L3-5.3
Gordon, Fort, GA 30905	Post	L3-6.1
	Signal School	L3-6.3
Jackson, Fort, SC 29207	Post	L3-7.2
USACE, Charleston, SC 29402-0919	Technical	L3-7.2
McClellan, Fort, AL 36205	Post	L3-8.1
	Chemical School	L3-8.2
	MP School	L3-6.2
McPherson, Fort, GA 30330	Post	L3-9.1
USACE, Atlanta, GA 30335-6801	Technical	L3-9.2
Redstone Arsenal, AL 35898	Post	L3-10.1
	Tech-RSIC	L3-10.2
	Missile & Munitions School	L3-10.3
Rucker, Fort, AL 36362	Post	L3-11.1
	Aviation School	L3-11.2
Stewart, Fort, GA 31314	Post	L3-12.1
USACE, Wilmington, Savannah, GA 31402	Technical	L3-12.3
Buchanan, Fort, PR 00934	Post	L3-13.1
USA Strategic Defense Comd, Huntsville, AL 35807	Technical	L3-14.1
USACE, Huntsville, AL 35807-4301	Technical	L3-14.2

Table C-1
Library property account numbers—Continued

Name and address	Library	Account
USACE, Jacksonville, FL 32232	Technical	L3-15.1
USACE, Mobile, AL 36628	Technical	L3-15.2
USACE, Vicksburg, MS 39180	Technical	L3-16.2
USACE, Albuquerque, NM 87103-1580	Technical	L4-2.1
William Beaumont Army Med Cen, El Paso, TX 79920	Post	L4-3.1
Bliss, Fort, TX 79916	Post Air Defense School	L4-4.1 L4-4.3
TX 79918	USASGM Academy	L4-4.4
USACE, Fort Worth, TX 76102	Technical	L4-5.1
USACE, Galveston, TX 77553-1229	Technical	L4-5.3
Hood, Fort, TX 76544	Post Tech-TRADOC Combined Armys Test Activity	L4-7.1 L4-7.2
Houston, Fort Sam, TX 78234	Post	L4-8.1
USACE, New Orleans, LA 70160	Technical	L4-9.1
Polk, Fort, LA 71459	Post	L4-10.1
Red River Army Depot, Texarkana, TX 75507	Tech-AMC Intern Train Cen	L4-11.2
Sill, Fort, OK 73503	Post Field Artillery School	L4-12.1 L4-12.2
USACE, Tulsa, OK 74121	Technical	L4-12.5
White Sands Missile Range, NM 88002	Post Technical Tech-TRADOC Sys Anal Act	L4-14.1 L4-14.2 L4-14.3
USACE, Omaha, NE 68102-4978	Technical	L4-15.1
Carson, Fort, CO 80913	Post	L5-1.1
Fitzsimons Army Med Cen, Aurora, CO 80045	Post	L5-2.1
AMC Rocky Mt Arsenal Technical Information Center, Commerce City, CO 80022-2180	Technical	L5-2.2
St Louis Area Support Cen, Granite City, IL 62040	Post	L5-3.1
Harrison, Fort Benjamin, IN 46216	Post Academic Academic-DINFOS	L5-4.1 L5-4.2 L5-4.3
USACE, Cincinnati, OH 45201-1159	Technical	L5-4.5
Leavenworth, Fort, KS 66027	Post CGSC	L5-5.1 L5-5.2
Leavenworth, Fort, KS 66027	Special	L5-5.3
McCoy, Fort Sparta, WI 54656	Post	L5-6.1
USACE, Kansas City, MO 64106-2596	Technical	L5-7.1
Riley, Fort, KS 66442	Post	L5-8.1
Army Armament, Munitions & Chemical Command, Rock Island, IL 61299	Technical	L5-9.1
USACE, Rock Island, IL 61204-2004	Technical	L5-9.2
U.S. Army Defense Ammunition Center and School, Technical Center for Explosives Safety, Savannah, IL 61074-9639	Technical	L5-9.3
USACE, Champaign, IL 61820-1305	Technical	L5-10.1
USACE, North Central Div Chicago, IL 60605-1592	Technical	L5-10.2
USACE, Chicago District Chicago, IL 60606-7206	Technical	L5-10.3
Sheridan, Fort, IL 60037	Post	L5-11.1

Table C-1
Library property account numbers—Continued

Name and address	Library	Account
U.S. Army TACOM Support Actv, Selfridge Air Natl Guard, MI 48045	Post	L5-12.1
U.S. Army Tank Automotive R&D Comd, Warren, MI 48045	Technical	L5-13.1
USACE, Detroit, MI 48231-1027	Technical	L5-14.1
Wood, Fort Leonard, MO 65473	Post	L5-15.1
USAVSCOM, St. Louis, MO 63120	Technical	L5-16.1
Wood, Ft Leonard, MO 65473	Engineer School	L5-16.3
National Guard Prof Ed Cen, Little Rock, AR 72115	Professional Education Cen	L5-18.1
USACE, Little Rock, AR 72203-0867	Technical	L5-18.2
USACE, St Paul, MN 55101-1479	Technical	L5-19.1
Dugway Proving Ground, UT 84022	Post Technical	L6-2.1 L6-22.1
Engineer District, San Francisco, CA 94105	Technical	L6-3.1
Engineer District, Pacific, San Francisco, CA 94111	Technical	L6-3.2
Huachuca, Fort, AZ 85613	Post Technical Intelligence School	L6-4.1 L6-4.2 L6-4.4
Lewis, Fort, WA 98433	Post Tech-ADEA	L6-8.1 L6-8.2
USACE, Seattle, WA 98124-2255	Technical	L6-9.1
Madigan Army Med Cen, Tacoma, WA 98431	Post	L6-10.1
Monterey, Presidio of, CA 93940	DLI-Academic	L6-11.1
Oakland Army Base, CA 94626	Post	L6-13.1
Ord, Fort, CA 93941	Post Tech-USACDEC OECS School	L6-14.1 L6-14.2 L6-14.3
USACE, Sacramento, CA 95814-4794	Technical	L6-16.1
San Francisco, Presidio of, CA 94129	Post	L6-17.1
Sierra Army Depot, Herlong, CA 96113	Post	L6-18.1
Yuma Proving Ground, AZ 85365	Post Technical	L6-20.1 L6-20.2
USACE, Los Angeles, CA 90053-2325	Technical	L6-22.1
National Training Center, Fort Irwin, CA 92311	Post	L6-23.1
USACE, Walla Walla, WA 99362-9265	Technical	L6-24.1
USACE, Portland, OR 97208-2946	Technical	L6-25.1
Arlington Hall Station, VA 22212	Post	L-MDW-1.1
Washington Navy Yard, Washington, DC 20374	Tech-USAITAC	L-MDW-1.2
The Institute of Heraldry, Alexandria, VA 22304-5050	Technical	L-MDW-2.1
Myer, Fort, VA 22211	Post	L-MDW-3.1
Vint Hill Farms Station, Warrenton, VA 22186	Post	L-MDW-4.1
Walter Reed Army Med Cen, Washington, DC 20307	Post	L-MDW-5.1
HQ, AMC, Alexandria, VA 22333	Technical	L-MDW-6.1
Harry Diamond Laboratory, Adelphi, MD 20873	Technical	L-MDW-7.1
USA Cen for Military History, Washington, DC 20314	Technical	L-MDW-7.2
HQ USACE, Washington, DC 20314-1000	Technical	L-MDW-7.3
USA SCAF, Pentagon, Washington, DC 20310	Pentagon Library	L-MDW-8.1
National Defense University, Washington, DC 20319	Academic	L-MDW-9.1

Table C-1
Library property account numbers—Continued

Name and address	Library	Account
EUROPE	Library Svc Cen	L-EU-2.1
U.S. Army Remote Site Spt Cen, Roedelheim, APO NY 09090		
U.S. Army Library Russian Institie, Garmish, APO, NY 09053	School	L-EU-4.1
AFCENT Library AFCENT SUPACT (US), APO, NY 09011	Post	L-EU-6.1
U.S. Army Library, Bad Aibling, APO, NY 09098	Post	L-EU-7.1
U.S. Army Library, Hindenberg Kaserne Ansbach, APO, NY 09177	Post	L-EU-8.1
U.S. Army Library, Augsburg, APO, NY 09458	Post	L-EU-9.1
U.S. Army Library, Warner Barracks Bamberg, APO, NY 09139	Post	L-EU-10.1
U.S. Army Library, Baumholder MILCOM, APO, NY 09034	Post	L-EU-11.1
USAB Library System, MSAD, U.S. Army, Berlin APO NY 09742	Post	L-EU-12.1
U.S. Army Library, Schurz Kaserne Bremerhaven, APO, NY 09069	Post	L-EU-13.1
U.S. Army Library, NATO SUPACT (USA), Brussels, APO NY 09667	Post	L-EU-14.1
U.S. Army Library, Cambrai-Fritsch Kaserne Darmstadt MILCOM, APO NY 09175	Post	L-EU-15.1
U.S. Army Library, Downs Barracks Fulda MILCOM, APO NY 09146	Post	L-EU-16.1
U.S. Army Library, Cooke Barracks Goeppingen, APO, NY 09454	Post	L-EU-17.1
U.S. Army Library, 7th ATC Grafenwoehr, APO NY 09114	Post	L-EU-18.1
U.S. Army Library, Dolan Barracks Schwaebisch Hall, APO NY 09025	Post	L-EU-19.1
U.S. Army Library, Frankfurt MILCOM, APO NY 09710	Post	L-EU-20.1
U.S. Army Library, USMCA-Heidelberg, APO NY 09102	Post	L-EU-21.1
U.S. Army Library, Camp Nainhof Hohenfels, APO NY 09173	Post	L-EU-22.1
U.S. Army Library, Jaeger Kaserne USMCA-Aschaffenburg, APO NY 09162	Post	L-EU-23.1
U.S. Army Library, Kleber Kaserne Kaiserslautern, USMCA, APO NY 09054	Post	L-EU-24.1
U.S. Army Library, Ledward Barracks Schweinfurt, APO NY 09033	Post	L-EU-25.1
U.S. Army Library, Leighton Barracks USMCA-Wuerzburg, APO NY 09801	Post	L-EU-26.1
U.S. Army Library, Camp Darby, Livorno USASETAF, APO NY 09019	Post	L-EU-27.1
U.S. Army Library, Lee Barracks Mainz, APO NY 09185	Post	L-EU-28.1
U.S. Army Library, McGraw Kaserne Munich, APO NY 09407	Post	L-EU-29.1
U.S. Army Library, Wm. O. Darby Kaserne Fuerth, APO NY 09696	Post	L-EU-30.1
U.S. Army Library, Pendelton Barracks Giessen, APO NY 09169	Post	L-EU-31.1
U.S. Army Library, Husterhoeh Kaserne HQ, USMCA Pirmasens, APO NY 09189	Post	L-EU-32.1
USAREUR Library and Resource Center, APO NY 09403	Post Office of the Director	L-EU-33.1 L-EU-33.2
U.S. Army Library, Robinson Barracks HQ, GSMC, APO NY 09154	Post	L-EU-34.1
U.S. Army Library, Rose Barracks Bad Kreuznach MILCOM, APO NY 09252	Post	L-EU-35.1
SHAPE Community Library, Mons A&R Branch, APO NY 09055	Post	L-EU-36.1
Mannheim Community Library, Sullivan Barracks, APO NY 09086	Post	L-EU-37.1
U.S. Army Library, Patch Barracks Vaihingen, APO NY 09131	Post	L-EU-39.1

Table C-1
Library property account numbers—Continued

Name and address	Library	Account
U.S. Army Library, Camp Ederle, Vicenza USASETAF, APO NY 09221	Post	L-EU-40.1
U.S. Army Library, Smiley Barracks, Karlsruhe, APO NY 09164	Post	L-EU-41.1
U.S. Army Library, Whartan Barracks, USMCA Heilbronn, APO NY 09176	Post	L-EU-42.1
U.S. Army Library, USMCA Wiesbaden, APO NY 09457	Post	L-EU-43.1
U.S. Army Library, Wildflecken, APO NY 09026	Post	L-EU-44.1
U.S. Army Library, Wolfgang-Pioneer Kaserne Hanau MILCOM, APO NY 09165	Post	L-EU-46.1
U.S. Army Library, Taukkunen Barracks Worms, APO NY 09058	Post	L-EU-47.1
U.S. Army Library, Kreuzberg Kaserne Zweibrucker, USMCA, APO NY 09052	Post	L-EU-48.1
U.S. Army Library, Sheridan Kaserne (Garmisch), APO NY 09053	Post	L-EU-49.1
ALASKA Engineer District, Alaska Anchorage, AK 99506	Technical	L-AL-1.1
Greely, Fort, APO Seattle 98733	Post	L-AL-2.1
Richardson, Fort, AK 99505	Post	L-AL-3.1
Wainright, Fort, AK 99703	Post	L-AL-4.1
JAPAN U.S. Army Garrison, Honshu, APO San Francisco 96343	Library Svc Cen Technical-ASD/UDC	L-JA-2.1
U.S. Army Garrison, Okinawa, APO San Francisco 96331	Library Svc Cen	L-O-1.1
USARPAC U.S. Army Support Command, Schofield Barracks, HA 96857	Library Svc Cen	L-HA-2.1
KOREA Recreation Svc Operations, Korea, APO San Francisco 96301	Library Svc Cen	L-K-1.1
SOUTHERN COMMAND Clayton, Fort, U.S. Army Forces, Panama, APO Miami 34004	Library Svc Cen	L-SO-3.2

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

ALLS

Army Law Library Service

AMEDD

Army Medical Department

ARNG

Army National Guard

DA

Department of the Army

DOD

Department of Defense

DODAAC

DoD Activity Address Code

DRMO

Defense Reutilization Marketing Office

HQ

headquarters

HQDA

Headquarters, Department of the Army

HSC

US Army Health Services Command

IAR

Inventory Adjustment Report

IS

issue slip

LGI

locally generated income

MACOM

major Army command

MEDCOM

Medical Command

MRDC

US Army Medical Research and Department Command

MSA

morale support activity

MTF

medical treatment facility

MWR

morale, welfare, and recreation

NAF

nonappropriate funds

ODCSLOG

Office of the deputy Chief of Staff for Logistics

ROD

report of discrepancy

RR

receiving report

R/S

report of survey

SD

shipping document

SSA

supply support activity

T/S

turn-in slip

USAAA

U.S. Army Audit Agency

USAR

U.S. Army Reserve

Section II Terms

Accountability

The obligations, imposed by law, lawful order, or regulation, of a person to keep an accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is primarily concerned with maintaining records.

AMEDD library or information center

A library belonging to one of the commands of the Army Medical Department.

Army Law Library

A collection of law library materials maintained by a judge advocate or DA civilian attorney of a command, installation, or activity. Law library materials are used for legal reference and research in support of a command's mission.

Army Law Library Service

A branch of the Developments, Doctrine, and Literature Department. the Judge Advocate General's School, U.S. Army. this organization is responsible for all Army law library matters, including acquisition, policy, holdings, modernization, new selections, standardization, transfer, and disposition (AR 27-1).

Art object

An original two- or three-dimensional work of art (other than an art print or photograph) created by an artist, e.g., a painting or sculpture.

Art print

An engraving, etching, lithograph, woodcut,

and so forth, printed from the plate prepared by the artist.

Art reproduction

A mechanically reproduced copy of a work of art, generally a commercial edition.

Book

A permanently bound volume in durable or hardcover including monographs, serials, or bound journal issues/volumes. this term does not apply, for accountability purposes, to unbound compilations or paperbound volumes (having a unit value of \$50 or less).

Borrower

Any individual, military unit or activity, or civilian activity, other than a library or technical processing center, to whom library materials are loaned or issued for use.

Compact-Disc Read Only Memory (CD-ROM)

An optical disc storage system for computers from which data can be retrieved but not entered or modified. CD-ROMs can hold at least 500 megabytes of digital data.

Computer software

A set of programs, procedures, and associated materials concerned with the operation of a data processing system. Normally software is stored on diskettes (also disc, disk).

Direct responsibility

The obligation of a designated responsible officer for the care and safekeeping of Government property specifically entrusted to his or her custody.

DoD Activity Address Code (DODAAC)

A six-digit, alphanumeric code which identifies a customer, unit, or activity and its ship-to address. DODAACs are identified intelligence the DoD Address Directory. AMEDD medical libraries use DODAACs for property accountability instead of property account serial numbers.

Field library unit

Any size collection of print and nonprint informational materials issued or loaned by a library or technical processing center to an Army installation, subinstallation, organization, unit, or activity. This type of unit is, generally, established to support the informational and recreational needs of personnel in isolated/ remote troop locations. Normally, these units do not have an assigned staff.

Films

A photographs film, with or without recorded sound, bearing a sequence of images that creates the illusion of movement when projected in rapid succession.

Filmstrip

A length of film containing a succession of images intended for projection one at a time, with or without recorded sound.

General library

A library that provides the military community with mission-related reference, educational, training, and leisure-time library information services and resources.

Inventory record

An official internal operational record of the materials that make up the permanent holdings of the library collection. Records contain adequate information to positively identify the item recorded. The shelflist serves as the inventory record for books.

Kit or Multi Media kit

Those materials which consist of two or more media packaged and designed to be used together (for example, books and long playing records or books and audio cassette recordings as are frequently found in language materials or children's materials). A separate voucher is maintained for these kits or multi media kits.

Librarian

A person qualified in the GS-1410, Librarian series (Office of Personnel Management Handbook X-118).

Library

A service activity, identified by a U.S. Army property account number (see AR 735-5) or a DoDAAC (see AR 40-2), and established to select, acquire, organize, and make available print and nonprint informational materials and to provide information, reference, education, and research services. A library may be one facility or may be a system including a number of service points, such as branch libraries, bookmobiles, office collections, or field library units.

Library Property Account Serial Numbers

The identifying serial number assigned to a library or technical processing center (AR 735-5).

Library system

Activities at one or more installations with administrative and technical functions under central technical management. A system is an identifiable main library, and subordinate units such as branch libraries, bookmobiles, and field library units.

Loose-leaf service

Serial published in a binder or notebook and updated periodically with information that replaces material in the text. This continuous updating provides the most continuous updating provides the most recent information on the subject covered.

Medical library

See AMEDD library or information centers.

Nonappropriated funds (NAF)

Dividends generated by the Army and Air Force Exchange Service (AAFES) for support of the morale, welfare, and recreation

(MWR) or military personnel; locally generated income (LGI); and donations from private organizations, wives clubs, and other sources. NAFs are funds used for the collective benefit of military personnel, their family members, and authorized civilians who generated them. They are separate from funds which are appropriate by Congress.

Office collection

A collection of materials on loan, from a library or technical processing center, to an office, organization, unit, or activity. These are reference materials needed to perform office work.

Periodicals

Publications that appear at intervals more frequently than annually, i.e., daily, weekly, biweekly, monthly, bimonthly, quarterly, semiannually, and so forth. Normally, each issue contains separate articles, such as stories and features, plus pictures. Periodicals include newspapers, journals, proceedings, transactions, newsletters, and so forth. They may be published by commercial, nonprofit, not-for-profit, or Government sources and may be available on subscription, either without charge or for a specified price. Indexes to periodicals (e.g., Engineering Index, Chemical Abstracts, Readers Guide to Periodical Literature), loose-leaf services (e.g., DataPro, VSMF), and legal supplementation are not periodicals.

Realia

Objects that are used to depict or demonstrate real situations or materials.

Recording

A phonograph record, magnetic, tape, compact disc, or other medium on which sound and/or visual images have been recorded for subsequent replay or recall.

Responsibility

The obligations of a person for the proper custody, care, use, and safekeeping of Government property or funds entrusted to his or her possession or supervision.

Serial

A publication issued in successive parts, usually at regular intervals. Serials include periodicals, annuals, proceedings, and transactions of societies. They may include monographic and publishers series.

Shelflist

An official internal operational record of those materials that make up the permanent holdings of the library's book collection.

Slides

Transparent material on which a two-dimensional image appears, usually held in a mount, designed for use in a projector or viewer. Slides are often insets that support a training program or lesson.

Spot inventory

A recurring or cyclical physical inventory of a portion of the library collection.

Technical processing center

A facility where library materials are received, processed, recorded, distributed, and as necessary, redistributed. A technical processing center primarily provides service to library outposts as distinguished from library users.

Videocassette

A recording on which visual images, usually in motion and accompanied by sound, have been registered, designed for playback through a television set.

Visual information (VI) unit

Those materials that are displayed by visual projection/magnification, through sound reproduction, or both to include graphic, audio, and video material, motion pictures, and special visual materials such as cartographic and three-dimensional materials. Microforms are not included.

Voucher

An authorizing account document that supports the receipt, adjustment, shipment, as final disposition by the accountable officer.

Section III**Special Abbreviations and Terms**

There are no special terms.

Index

This index is organized alphabetically by topic and subtopics. Topics and subtopics are identified by paragraph numbers.

Accountable officer, 9a

AMEDD libraries, 1j, 5e, 6a, 6e, 6f, 6a

Army Law Library Service, 1e

Army law libraries, 1e, 6a, 6b, 6d, 6f

Field law libraries, 6d

Army Library Management Office, 6b, 6b, 6a, 16a, 16c

Audits, 14

Terminal audit, 14

Authorized borrower, 5f

Clearance procedures, 19

Crisis and emergency situations, 1b

Defense Reutilization Management Office, 5a3, 5d, 7a, 10a, 12b, 16b, 16c(3)

Exceptions, 4a

Excess library materials, 16c

Historical materials, 16a, 16c(4)

Medical historical materials, 16a

Inventory, 12a, 15, 17a

Library of Congress, 5a, 7a, 16c(3)

Nonappropriated funds (NAF), 8c

Office collections, 1c, 1g, 5e, 5f, 15

Overseas commands, 5d, 16c(4)

Property account serial numbers, 6a, 6b, 6c, 14

Proponency, 4a

Receipts, 7b, 10b

Donations, 10b

Restitution, 12c, 13a

Cash reimbursement, 13b

Replacement, 12c, 13a

Vouchers 5c, 7a, 7b, 8a, 8b, 12a, 12b

VOUCHER REGISTER OF LIBRARY MATERIALS

For use of this form, see AR 735-17; the proponent agency is Office of the Comptroller of the Army

MATERIAL:

- | | |
|--------------------------------------|--------------------------------------------|
| <input type="checkbox"/> BOOKS | <input type="checkbox"/> VIDEOCASSETTES |
| <input type="checkbox"/> RECORDING | <input type="checkbox"/> COMPUTER SOFTWARE |
| <input type="checkbox"/> FILM | <input type="checkbox"/> SLIDE SETS |
| <input type="checkbox"/> ART PRINTS | <input type="checkbox"/> REALIA |
| <input type="checkbox"/> OTHER _____ | |

ACCOUNT	NUMBER	FISCAL YEAR	NAME AND ADDRESS OF LIBRARY

[illegible]

Unclassified

PIN 004566-000

USAPA

ELECTRONIC PUBLISHING SYSTEM
TEXT FORMATTER ... Version 2.56

PIN: 004566-000

DATE: 12-29-98

TIME: 14:08:22

PAGES SET: 20

DATA FILE: s10.fil

DOCUMENT: AR 735-17

DOC STATUS: NEW PUBLICATION